



BRANWOOD  
PREPARATORY  
SCHOOL

## **FIRE SAFETY AND PREVENTION POLICY**

Version	2	3	4		
Policy reviewed on	April 2016 <small>(version 1 dated March 2103)</small>	April 2017	April 2018		
Policy Written by	Mrs Follett	Mrs Follett	Mr Whittell		
Policy seen by Head & Governor on  (date / signature)					
Date of Next Review	April 2017	April 2018	April 2020		

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**



# BRANWOOD PREPARATORY SCHOOL

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## *FIRE SAFETY AND PREVENTION POLICY*

### **1.0 Rationale**

Branwood places the safety of the whole school community as its highest priority. Our priority is to minimise the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our buildings if a fire breaks out. The fire safety policy, procedures and risk assessments at Branwood Preparatory school are designed to help our community to respond calmly and effectively in the event that fire breaks out in one of our buildings.

### **2.0 The Role of the Trustees and Governing Board**

2.1 The Trustees and Governors are responsible for ensuring that the policy is designed and followed by the Head and staff. As part of this role the compliance to policy and procedures are reported through the Head report to governors and Trustees under point 5 - Health and safety – fire drill summary.

### **3.0 The Role of the Head**

3.1 The Head is the designated School Fire Safety Manager, who is responsible for ensuring that:

- The fire safety policy is kept under regular review by the Governors and Trustees. It is an agenda item, under point 5 – Health and Wellbeing, at every meeting.
  - The fire safety policy is shared with the whole school community
- Everyone in school (including visitors and contractors) are clear in where to go in the event of an emergency
  - Procedures for emergency evacuation are regularly tested and lessons absorbed
    - Fire risk assessments are in place and reviewed
    - Fire prevention measures are meticulously followed

### **4.0 The Role of the Site Supervisor**

4.1 The Site supervisor is responsible for ensuring that:

- The site is clear of debris at the end of each school day and where possible throughout the day.
- The Fire Detection and Alarm Systems Log Book is completed in the event of a fire or fire drill (date, time, details of event, action required, time, signature)

## **5.0 The Responsibilities of all staff**

### **Storage**

- All goods are kept in designated storage areas.
- All goods are stored correctly away from lighting units and other sources of ignition.
  - All storage spaces are secured against unauthorised entry/access.
- Potentially dangerous goods are stored as necessary according to the COSHH Regulations.
  - All waste bins are kept away from any buildings where possible.

### **Dangerous Goods**

- All potentially flammable and oily rags are disposed of separately from other combustible materials in a metal bin.
- All flammable and dangerous goods are stored in cupboards away from combustible items. (paint & varnish etc stored in metal cabinet in the Site Supervisors area)
- All personnel involved in the use of flammable liquids and dangerous goods are aware of the hazards and COSHH regulations and take the relevant precautions in the event of an accident.

### **Electricity**

- All plugs and electrical equipment is correctly wired and regularly maintained by a qualified person.
- PAT testing is carried out on a regular basis. (every 12months) Any faulty equipment is taken out of use immediately and is repaired or disposed of.
- All electrical equipment is switched off and plugs turned off before the school is closed up overnight. (Teachers to turn off any electrical equipment in their classroom before leaving in the evening).

### **Gas**

- Gas appliances are regularly checked and faults rectified by registered gas fitters.

### **Awareness**

- All staff are made aware of the risks of fire and take the necessary measures to reduce the risk of fire following the schools Fire Risk assessment.
  - Contact is made with the Local Fire Safety Officer when advice is required.
- All members of the public and visitors to the school are made aware of what to do in case of a fire. Fire notices and fire exit route posters are displayed around the school and safety announcements are made by staff at all events.
- Access for emergency vehicles by the school driveway is kept clear and accessible at all times.

## **5.0 Emergency Evacuation Notice**

5.1 Teaching staff are responsible for escorting their pupils safely away from the buildings in silence and in an orderly fashion. They are responsible for conducting a head count against the class register on arrival at the assembly point, and for ensuring that the name of anyone who cannot be accounted for is passed on immediately to the school Senior Member of Staff.

It is then that person's responsibility to pass that information on to the Fire and Emergency Services.

5.2 As staff leave the classroom they are to check the nearest toilets and cloakroom to their classroom, and making sure that the doors are shut behind them.

5.3 All staff and visitors are aware of the signs and the following notice:

1. If a fire is discovered, break the glass in the nearest alarm point to set off the school alarm.  
**Leaving the school by the nearest exit.**
2. If you are responsible for a class / group of children, make them leave quietly and orderly. No one should run or talk. **Make your way to the far side of the small astro-turf pitch. Children are to line up and face away from the buildings.**
3. If you are teaching a class and have your register still, take it with you. Do not take anything else and do not let the children take anything. Shut the doors behind you.
4. The Senior Member of Staff will summon the Emergency Services.
5. Once outside a member of the office staff will give you the class register to check off the number of pupils you have safely outside. If you already have your register you continue to check off the number of children you have against that register.
6. Take the register of your class back to the office staff and report anyone who has not been accounted for.
7. **On no account should anyone return to any building until given permission by the Fire and Emergency Services.**
8. Remain with your class / group of children to support them and ensure they are safe until informed otherwise.

## **6.0 Briefing New Staff and Pupils**

6.1 All staff at Branwood are required to read and sign to say that they are aware of and understand the Fire Safety and Prevention Policy.

6.2 All new pupils are supported through talking to staff and through doing regular fire drills.

6.3 Fire action notices are displayed on the walls of all rooms and in all corridors, and we make sure that everyone knows what they look like, and where they should go on hearing the fire alarm.

6.4 The safe evacuation of everyone – staff, pupils and visitors, is our priority. Protecting property comes second. No one should attempt to fight a fire at the expense of their own, or anyone else's safety

## **7.0 Summoning the Fire Brigade**

7.1 A Senior Member of Staff is on site for the duration of the normal school day. At other times the Site Supervisor is on site in the early morning and late evening. The alarm panel is located on the wall outside the Head office and shows the location of all the alarm call points on the networked alarm system.

7.2 The Site Supervisor is always given advance warning of fire practices. If the alarm goes off for any other reason, the staff have standing instructions to treat it as an emergency.

7.3 Currently wheelchair access on school site is limited to a small number of areas. When the fire alarm is sounded, it is the responsibility of the member of staff or visitor supporting the wheelchair user to evacuate them in the same orderly manner as all other persons.

## **8.0 Visitors and Contractors**

8.1 All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which must be worn at all times while they are on school property.

8.2 When large numbers of visitors are on site for open days, plays, exhibitions a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

## **9.0 Fire Practices**

9.1 We hold one fire practice / drill every half term at Branwood Preparatory School.

9.2 Following every fire practice / drill a Fire Evacuation report is completed by the Head and included within the Head Report to Trustees and Governors.

9.3 The Fire Alarm system, including bells is tested regularly by an external agency to ensure it is in good working order.

## **10.0 Disability Equality Impact Assessment**

10.1 This policy has been written with reference to and in consideration of the Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

## 11.0 Links to other policies

11.1 The Fire Safety and Prevention Policy should be read in conjunction with the Health and Safety Policy and possibly other policies such as First Aid and Safeguarding, depending upon the reason for referring to policies.

<b>Version</b>	<b>Date of Review</b>	<b>Reviewer</b>	<b>Changes made</b>
1	April 2016	Mrs Follett	To update lay-out and whole school procedures.
2	April 2017	Mrs Follett	No changes
3	April 2018	Mr Whittell	Changed Headmistress to Head.